DD/S&T 3336/69

1 9 AUG 1969

MEMORANDUM FOR: Executive Officer, Office of Scientific
Intelligence
Executive Officer, Office of Elint
Executive Officer, Office of Special Projects
Executive Officer, Foreign Missile and Space
Analysis Center
Executive Officer, Office of Computer Services

SUBJECT : A. Briefing of Headquarters Building Emergency
Evacuation Personnel

B. Updating of Emergency Evacuation Personnel
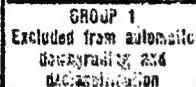Rosters

1. Attached you will find a memorandum from the CIA Safety
Officer in which he has scheduled briefings of all Corridor and
Stairwell wardens.

2. It is requested that you forward to the CIA Safety
Officer through the Security Management Staff complete and up-
dated emergency evacuation personnel rosters. The Safety Officer
has requested that he receive these rosters by 9 September 1969.

DC/SMS/DDS&T

Attachment:
As stated

25X1A

GROUP 1
Excluded from automatic
downgrading and
declassification

CONFIDENTIAL

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DD/S&T# 322369

1 3 AUG 1969

MEMORANDUM FOR: Senior Emergency Officer, DCI
Senior Emergency Officer, DDI
Senior Emergency Officer, DDP
Senior Emergency Officer, DDS
Senior Emergency Officer, DDS&T

SUBJECT : Briefing of Headquarters Building Emergency
Evacuation Personnel

1. The Safety Staff will conduct briefings of all Headquarters Building emergency evacuation personnel on 23 September 1969 in the auditorium. The briefings will last approximately one hour and will be conducted in two sessions:

1000 hours -- Corridor wardens

1400 hours -- Stairwell/Exit wardens

It is suggested that both principal and alternate wardens attend these briefings.

2. Due to transfer, space reassignment, etc., it is suggested that you revise and update your evacuation roster. Such revisions should be forwarded to the Safety Staff, Room [   ] Building. 25X1A If additional information is necessary, please contact the Safety Staff, ext. [   ]

25X1A

25X1A

CIA Safety Officer

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